# So here we are again...









Blar Blar Blar



# PDF'S MADE EASY

DEERFIELD BEACH COMPUTER CLUB APRIL 14, 2017

Carol Freedman calling2carol@gmail.com

#### WHAT WE'LL COVER TODAY



What can you do with them?

- -- What you're already doing
- What you'd like to do
- -- What else you might do

The top, free programs for PCs and tablets, with examples

Pros and cons



#### WHAT'S A PDF?

## PDF

/,pē,dē'ef/

noun COMPUTING

a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted.

· a file in PDF format.

"I sent him a PDF of the article"



Translations, word origin, and more definitions

## What does PDF Stand for?



Q

HISTORY

INVENTIONS

COMPUTER HISTORY

#### Q: What does the acronym "PDF" stand for?

#### A:

#### QUICK ANSWER

The acronym "PDF" stands for "Portable Document Format." PDF is a file type invented by Adobe Systems and initially released in 1993. As of 2014, this format for electronic document exchange is maintained by the International Organization for Standardization. CONTINUE READING 

\*\*Time To The Portable Document Standard Standar

#### KEEP LEARNING

What is a PDF file?

Why is a computer a powerful tool?

What is a brief history of computer technology?

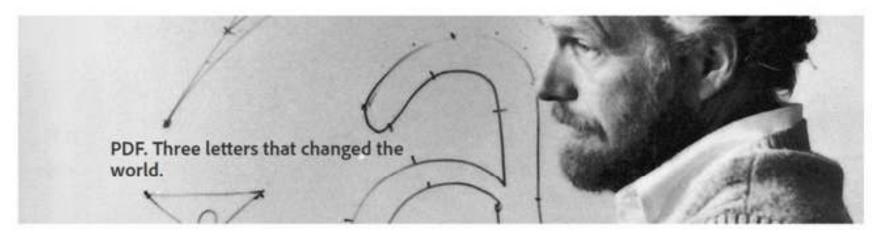
#### FULL ANSWER

PDF files allow users to convert different document types, such as Web pages, pictures and forms, into a simple, standard format that looks like a printed page and that can be read using open source software on most operating systems. Unlike printed pages, PDF files can also include electronic enhancements like clickable links and form fields. The most common PDF reader is Adobe Reader, but there are many other free PDF readers available, including Sumatra PDF for Windows and Preview for Mac.

#### WHAT'S A PDF?



Why Adole Help me choose Trust Center Partners Learn & Support Contact on



#### What is PDF?

Portable Document Format (PDF) is a file format used to present and exchange documents reliably, independent of software, hardware, or operating system. Invented by Adobe, PDF is now an open standard maintained by the International Organization for Standardization (ISO), PDFs can contain links, and buttons form fields, audio video and business loss. They can also be seried electronically and are easily viewed using fee. Acrobat Reader DC

## SO WHAT'S A PDF?





Portable Document Format (PDF) is a file format used to present and exchange documents reliably, independent of software, hardware, or operating system.

Invented by Adobe, PDF is now an open standard maintained by the International Organization for Standardization (ISO).

PDFs can contain links and buttons, form fields, audio, video, and business logic. They can also be signed electronically and are easily viewed using free Acrobat Reader DC software.

...and they should know



- · Read them
- Save them
- · Annotate, markup, highlight
- Sign them
- · Share them
- Convert formats





# War of the PDFs





#### WHAT WE'LL COVER TODAY



- Adobe Acrobat
- Kindle
- Nitro PDF (PC)
- Office Suite (iOS)
- various PDF readers



## Kindle App for Reading PDFs

If you rely on a Kindle (or Kindle app) for reading, you probably know that it supports not only ebooks, but also PDFs. In fact, if you've done your homework, you also know that your Kindle (or Kindle app) has its own email address, meaning you can send any PDF straight to your device just by attaching it to an email. Jul 15, 2013

Convert a PDF for Kindle viewing, no software required | PCWorld www.pcworld.com/article/.../convert-a-pdf-for-kindle-viewing-no-software-required.ht...

What is my Kindle's email address?

To view or modify your Send to Kindle email address: Go to Manage Your Content and Devices. From Settings, scroll down to Personal Document Settings. Under Send-to-Kindle Email Settings, your Send to Kindle email address will be listed.

#### WHAT WE'LL COVER TODAY



So, what can you save???

HOW??

#### PC:

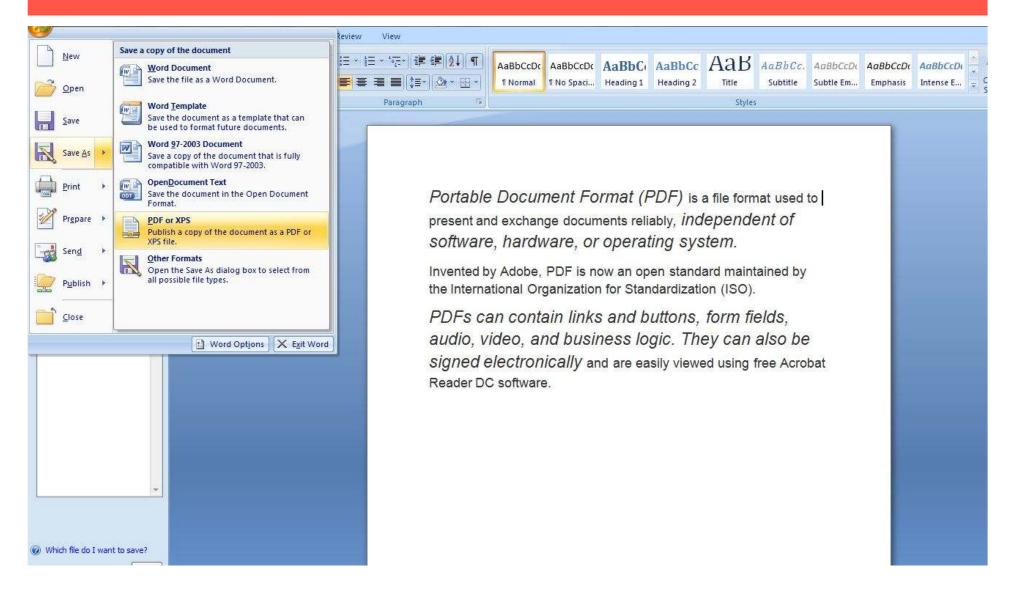
- -- MS Word (for a Word doc)
- -- CutePDF
- -- Screen Shot/ File Shot (Chrome extension)



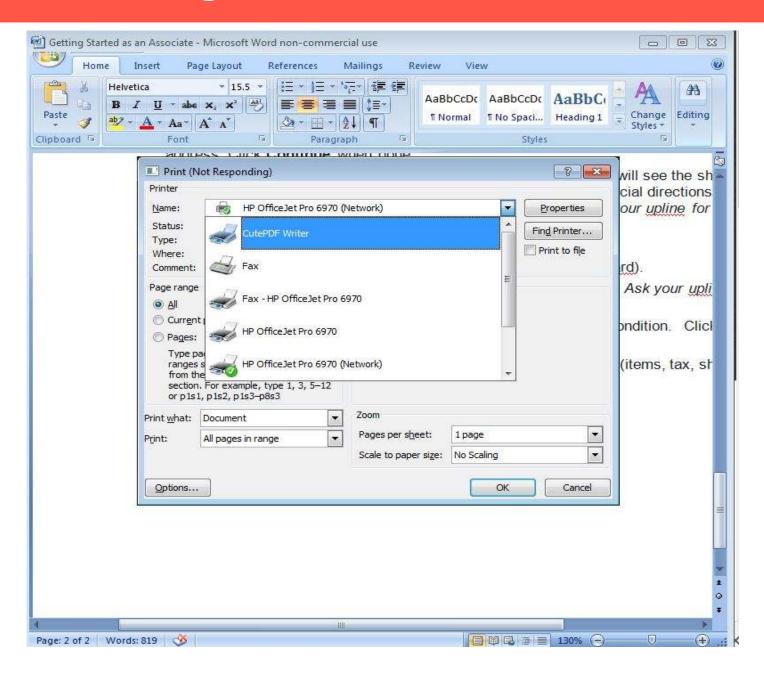
#### iOS:

-- Office Suite -- Good Notes\*\*\*

# Saving a Word Doc as a PDF

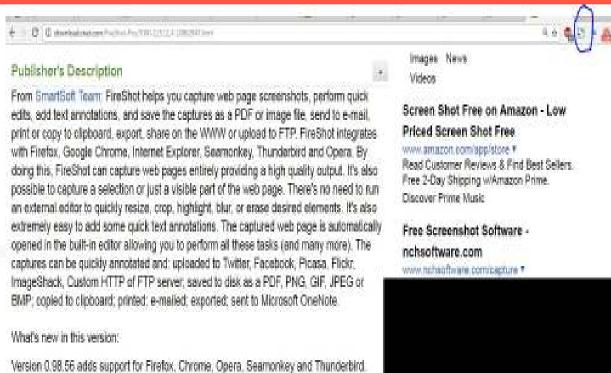


## Printing a Doc as a PDF-CutePDF

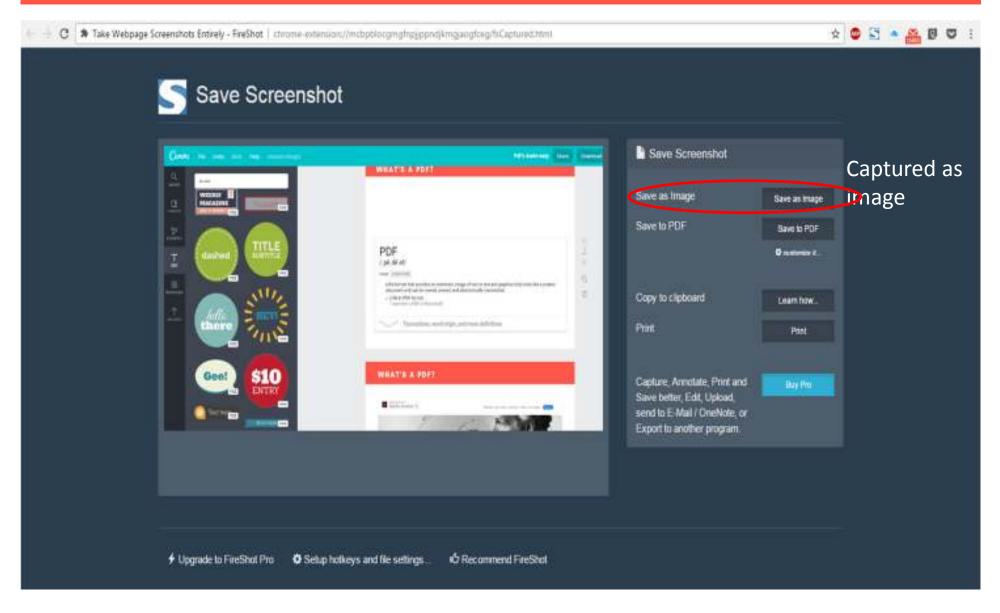


## Fireshot Save Screenshot Captures

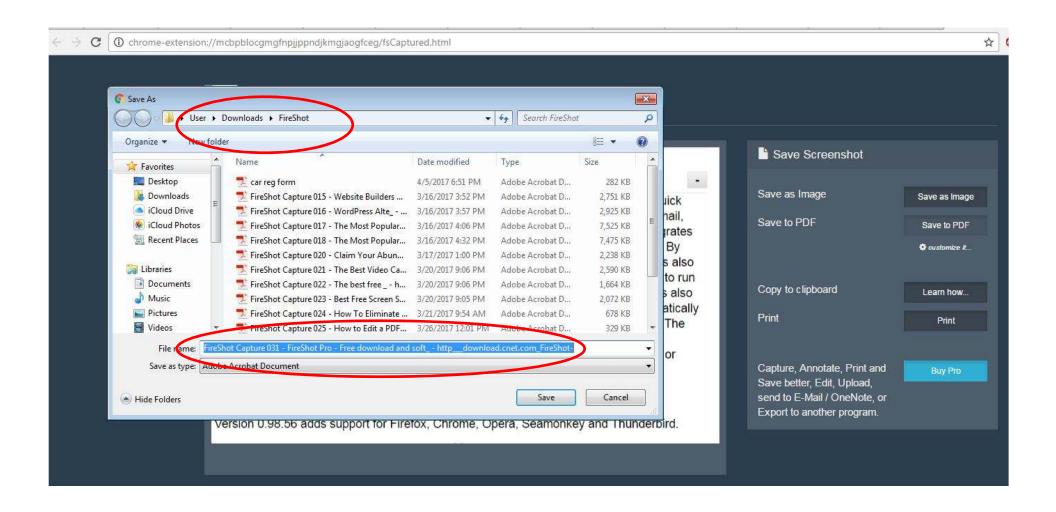




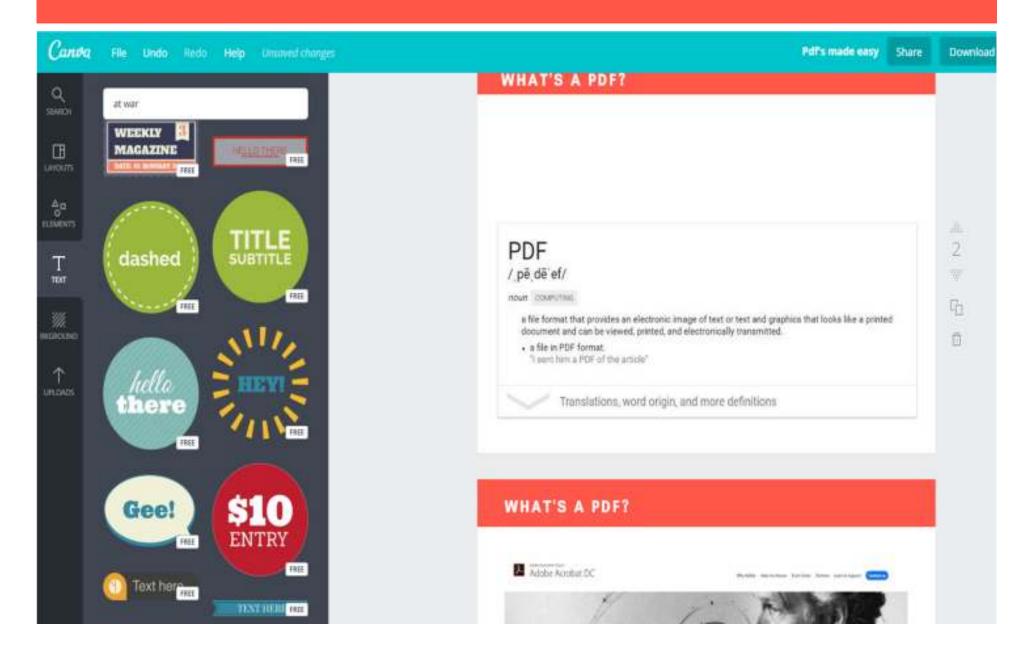
## Using Save Screenshot to Capture Webpage



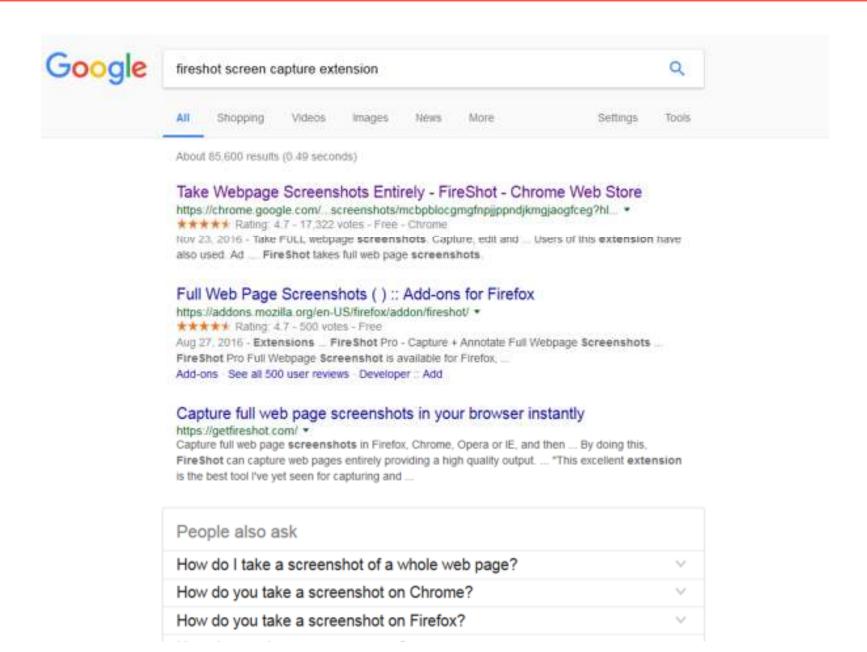
# Saving Screenshots using FireShot



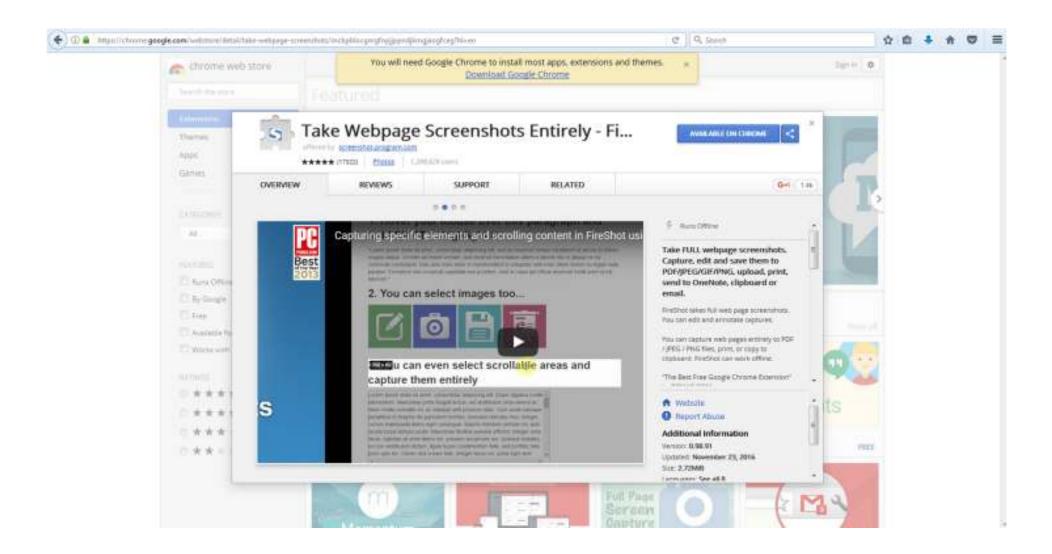
## Captured image from Save Screenshot



## Fireshot Extension from Chrome



## Fireshot Extension from Chrome



#### WHAT WE'LL COVER TODAY



#### PC:

- -- Adobe Acrobat Reader DC
- -- Nitro PDF Reader

#### iOS:

- -- Adobe Acrobat Reader
- -- Office Suite



## The Main Players in The PDF World



Adobe Acrobat Reader (PC and iOS) Adobe Acrobat Reader DC (PC only)

## What's Adobe good for?



Capabilities Learn & Support Free Trial



See what's new

Create PDFs

**Edit PDFs** 

Sign and send



#### Get legal e-signatures.

Send legally binding documents that recipients can sign from anywhere, worldwide, in a browser on a mobile device.

> (a) Watch the video Learn more >



#### Convert existing forms to fillable PDFs.

Turn existing paper, Word or PDF forms into digital forms that are easy to fill in or

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Type on your form or drag and drop text from your personal autofill collection on a computer, browser or tablet.

Learn more >

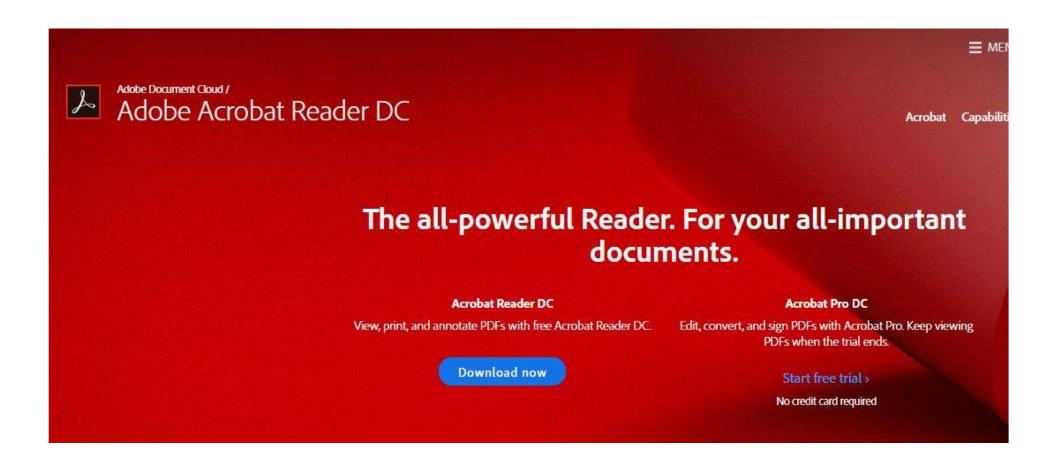


#### Send and track files online.

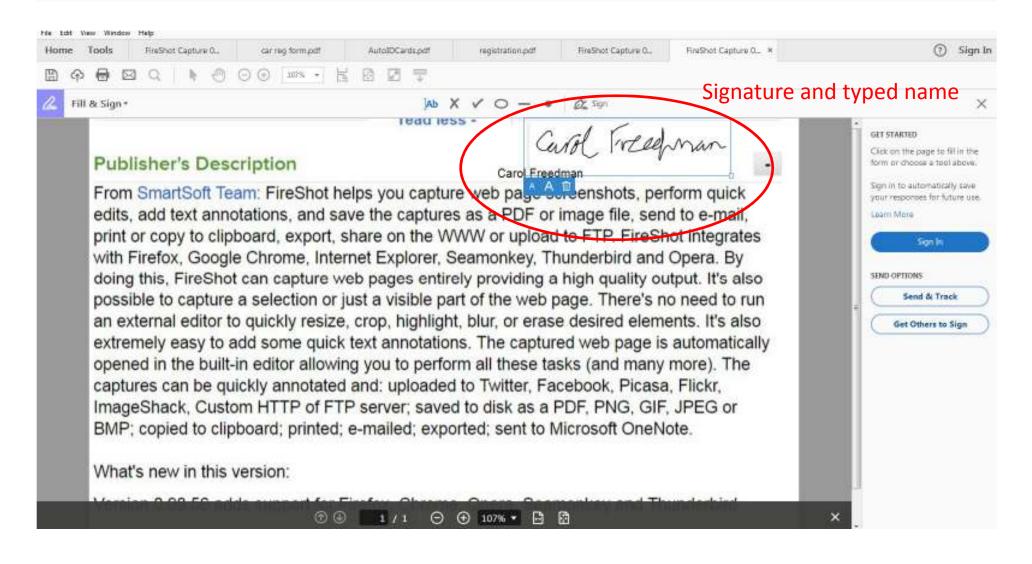
Make sure your files reach their destination. Never bother with overnight delivery again.

Learn more >

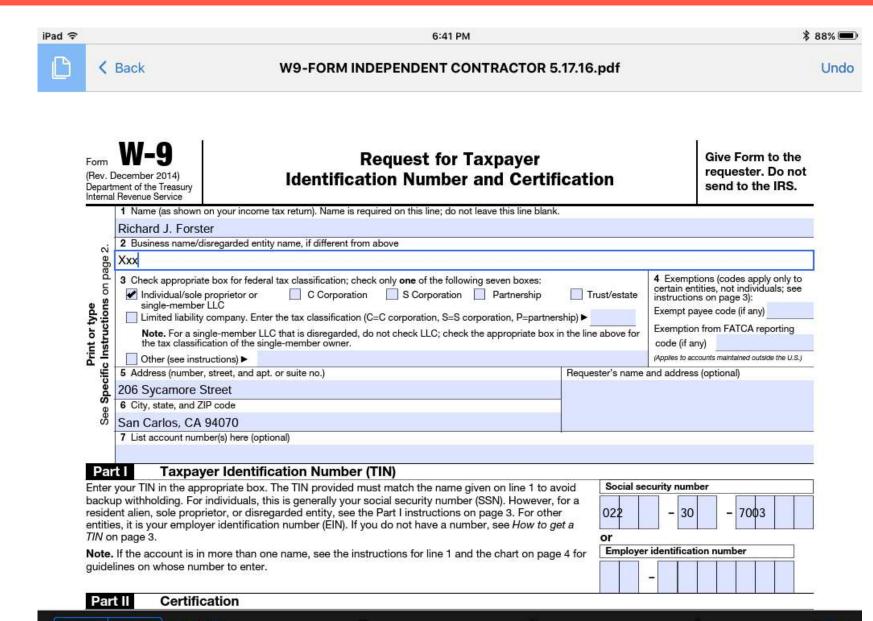
#### Adobe's Free vs Paid Versions



## Adobe Acrobat Reader DC (for PC)



## Completing a Fillable Form with Adobe Acrobat



Done

Reset Field

# Taking Action on an Ipad

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	3 Subtract line 2 fro					3		
	4 Cost of goods so	old (from line	42)			4		
	5 Gross profit. Su	ubtract line 4	from line 3			5		
	6 Other income, in	cluding feder	al and state gasoline or	fuel tax credit or refund (see	instructions)	6		
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# Adobe Acrobat for Ipad

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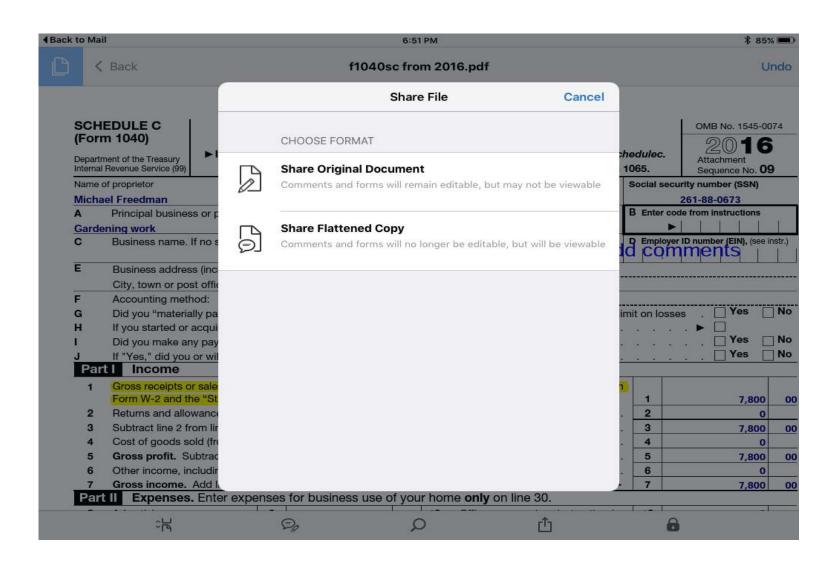
# Actions with Adobe Acrobat on Ipad

\$ 85% ■

**◆**Back to Mail

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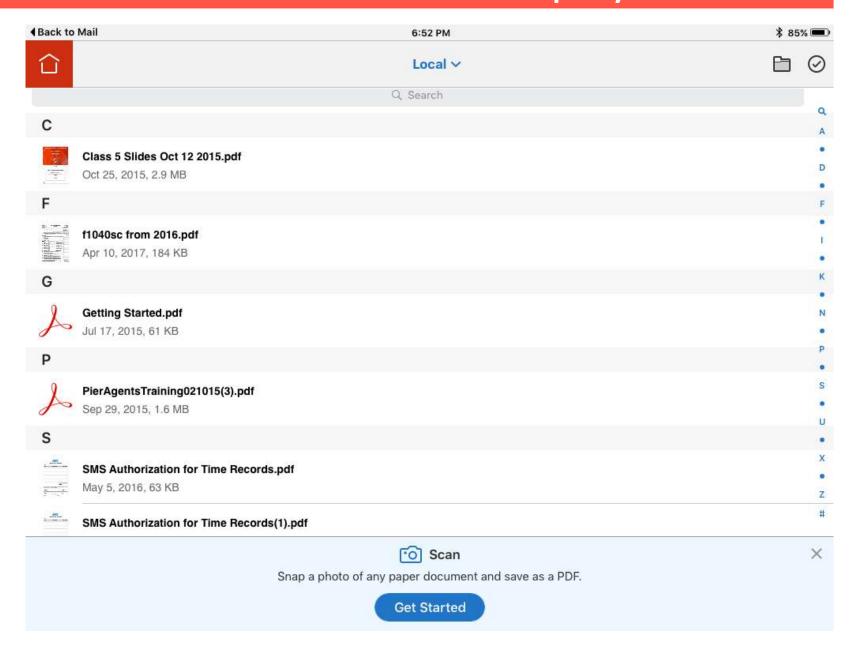
## Adobe Acrobat iOS-2 ways to save/send



# Adobe Acrobat iOS Sharing Options

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# Adobe Acrobat iOS File Displays



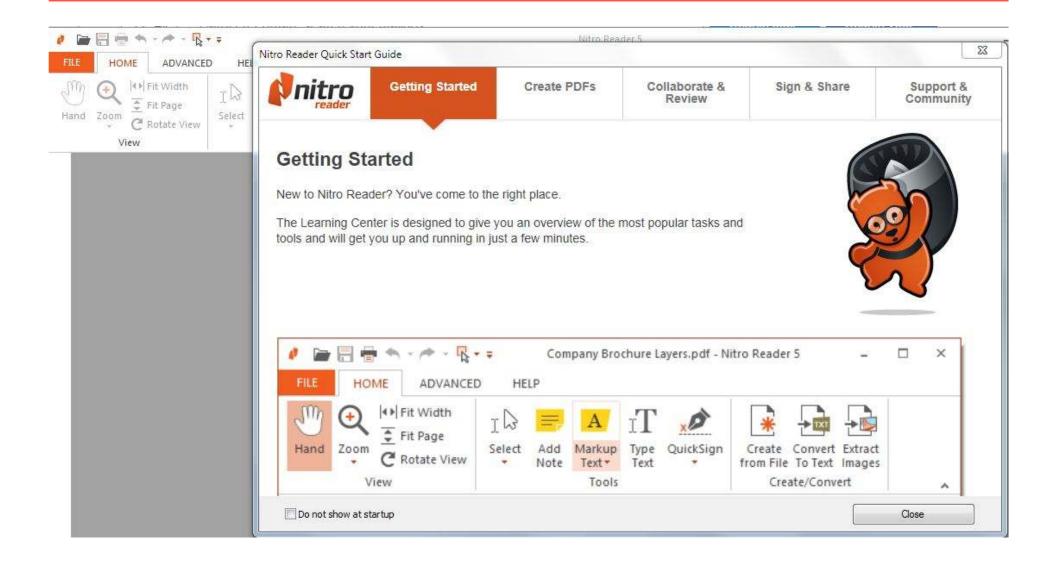
## The Main Players in The PDF World



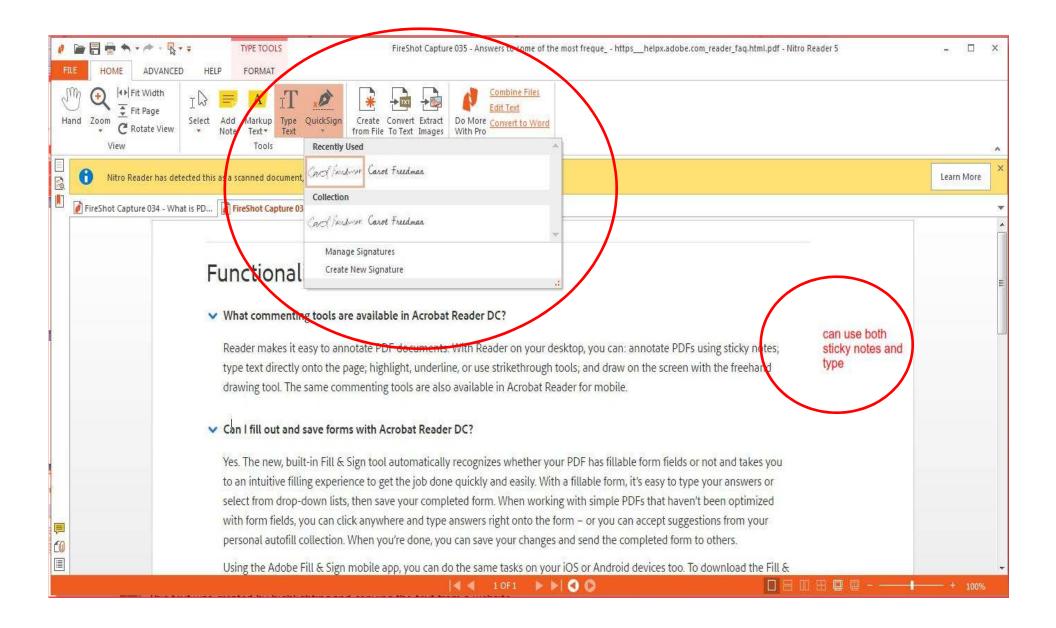
## Nitro PDF—Adding Text

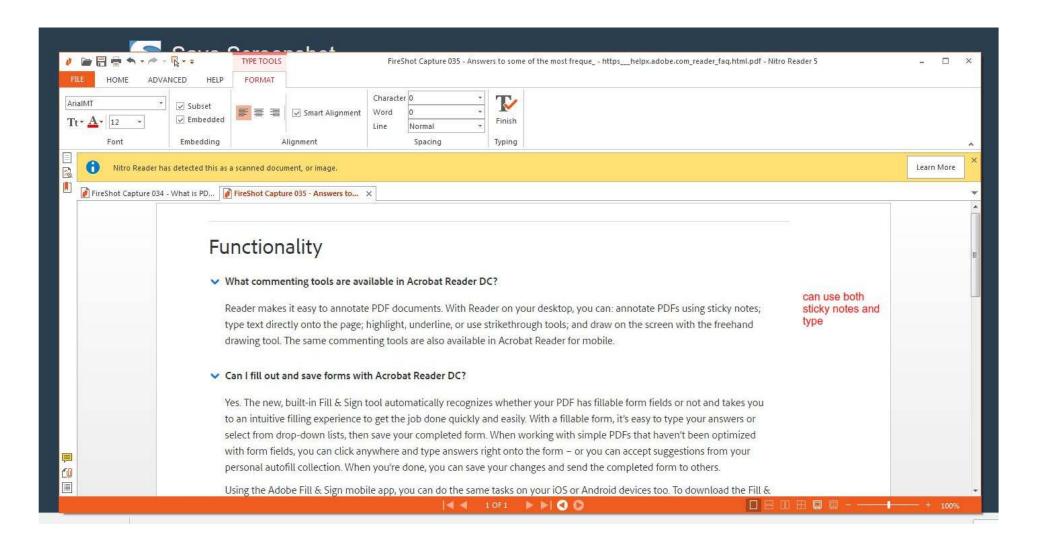


## Nitro PDF Popup when sees a PDF

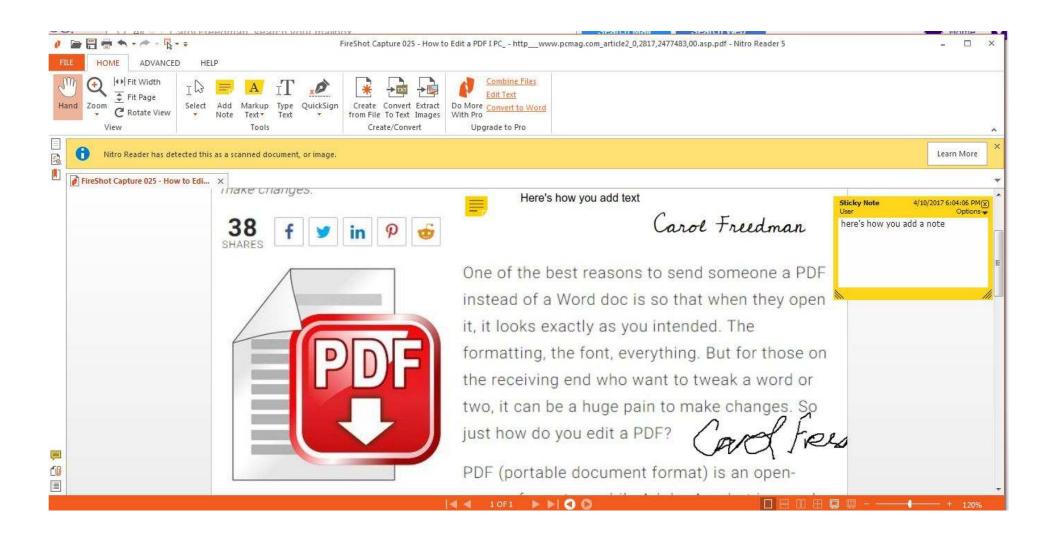


## Nitro PDF for Text and Signatures





## Nitro PDF Ex. Of Signing and Sticky Note Comments



#### WHAT WE'LL COVER TODAY



#### PC:

- -- Adobe Acrobat Reader DC
- -- Nitro PDF Reader

#### iOS:

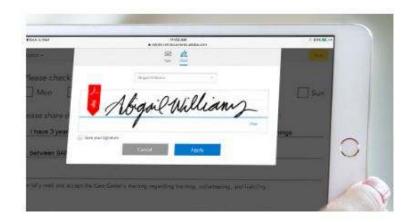
- -- Adobe Acrobat Reader
- -- Office Suite



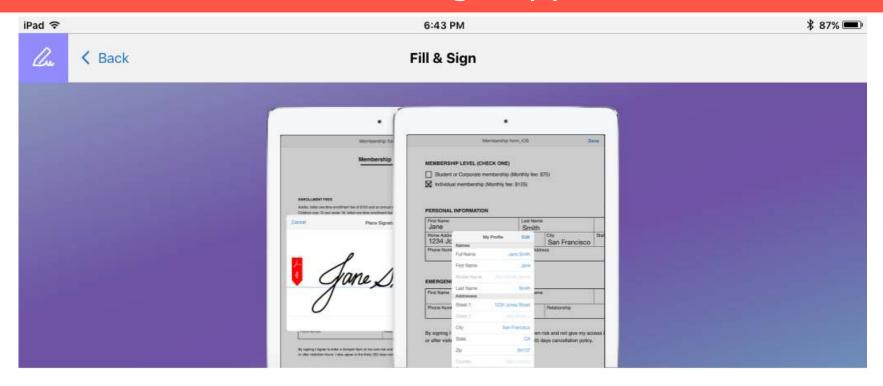
### Adobe Acrobat Reader DC or Adobe Reader for iOS

#### No paper printouts needed. Ever.

When you need to electronically sign a PDF, it's easy using Adobe Acrobat Reader DC the Acrobat Reader mobile app, or the Adobe Sign mobile app. For managing legally-binding electronic or digital signature processes, try Adobe Acrobat DC or Adobe Sign.



# Adobe Fill and Sign App for iOS

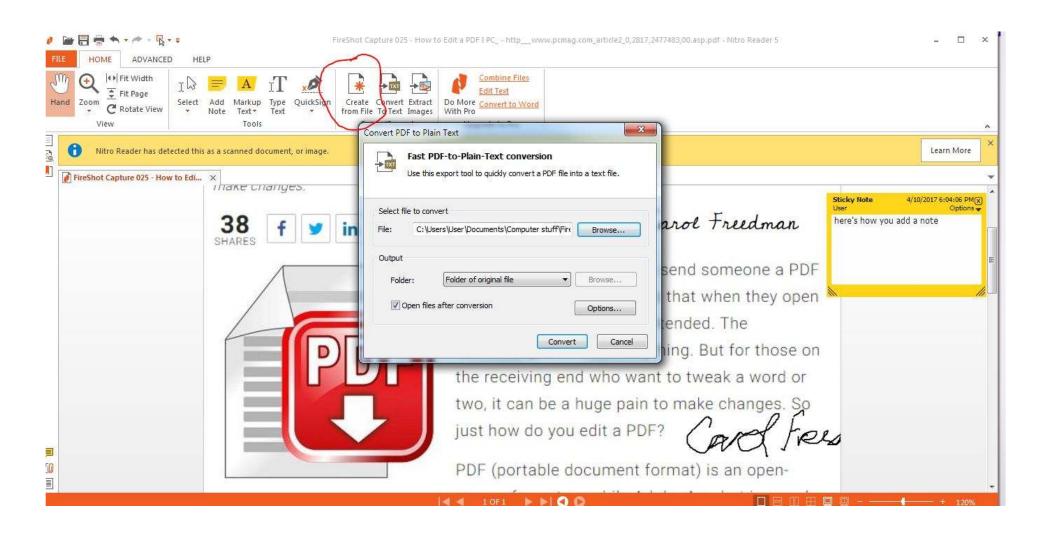


Fill and sign any form.

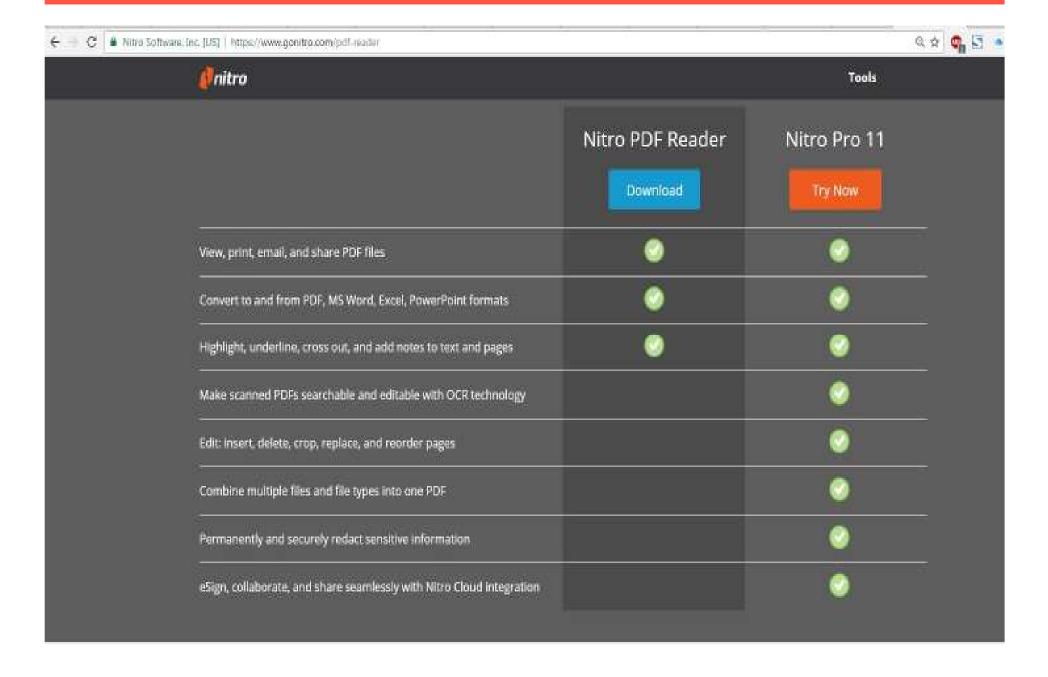
Get the free Adobe Fill & Sign app to instantly turn digital files or paper documents into forms you can fill, sign, and send electronically. Even take a picture of a paper form and fill it out.



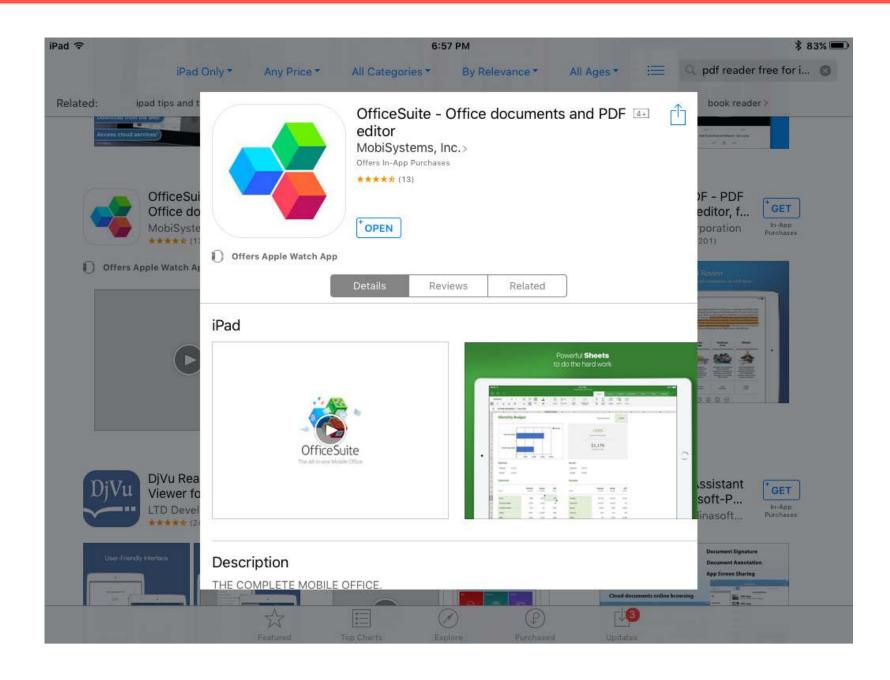
## Nitro PDF for Signing and Converting to Text



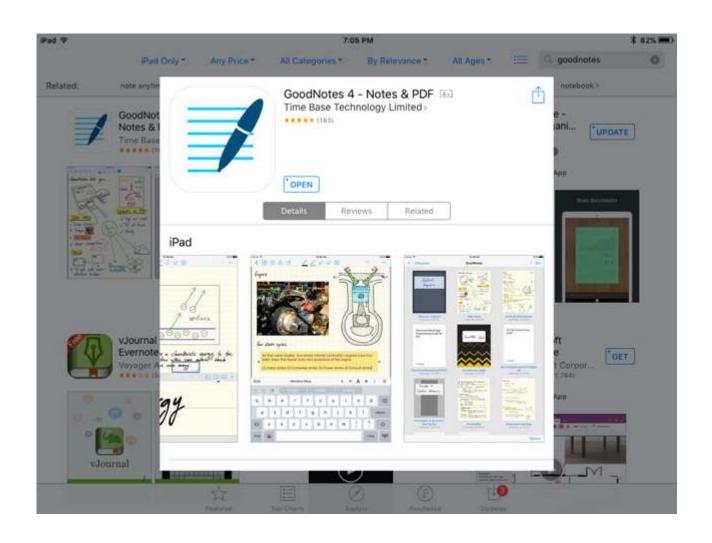
# Nitro PDF Options



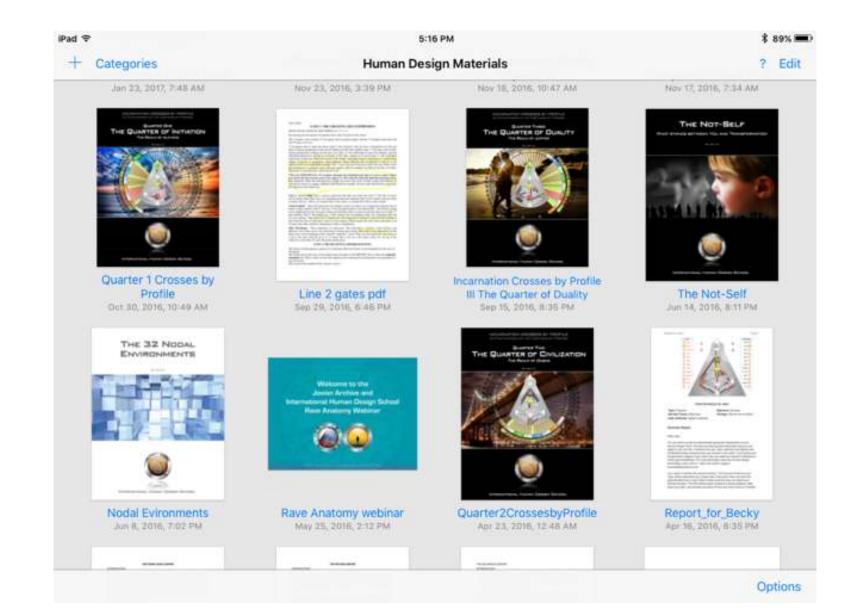
## Office Suite for Ipad



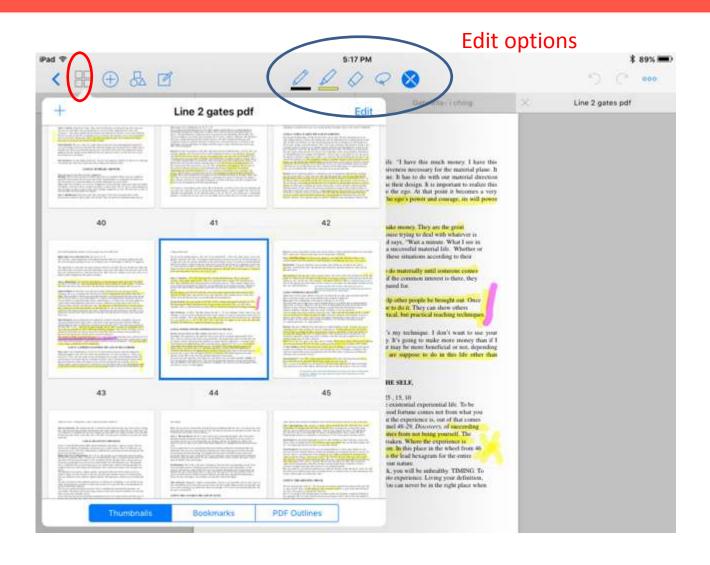
## GoodNotes for Ipad



## GoodNotes File Display/Covers



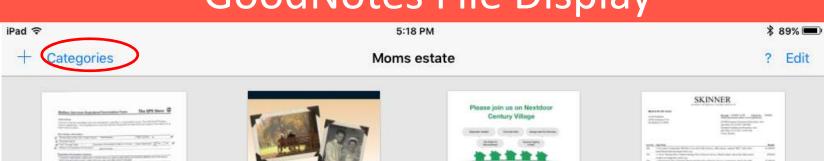
## GoodNotes Editing and Multi-page Display



# GoodNotes' Legal Document Markup

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te Chest	X Health and body notes X Gabriella i ching	. ≪ Line 2 gates	pdf	X 2017-1-29 Trust Acc.	X CaraFreedman12.06.	× Freedman I	ead Paint
te Cheat	such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessment or inspection in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.*  Seller's Disclosure (INITIAL)  Seller in Disclosure (INITIAL)  ONI INITIAL  ONI					or he of	X 550
	Michael medman	11/21/2016 Date	BUY	ER Don A. McCarthy	Date	-	
		11/21/2016 Date	BUY	ER Carolyn McCarthy	Date	-	
	Listing Licensee	Date	Sellin	ng Licensee	Date	-	
	Any person or persons who knowingly violate the provisions of the Residential Lead-Based Paint Hazard Reduction Act of 1992 may be subject to civil and criminal penalties and potential triple damages in a private civil lawsuit.  Page 1 of 1 P. LEAD-BASED PAINT DISCLOSURE						

# GoodNotes File Display



#### terminationform

Mar 16, 2017, 6:14 PM



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Jan 23, 2017, 7:34 PM







2017-1-20 Trust Accounting

Jan 23, 2017, 7:37 AM





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Feb 10, 2017, 6:16 PM



SquareTrade\_Affidavit\_V1\_1\_ 6\_2017

Jan 17, 2017, 10:07 AM





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Jan 26, 2017, 5:21 PM



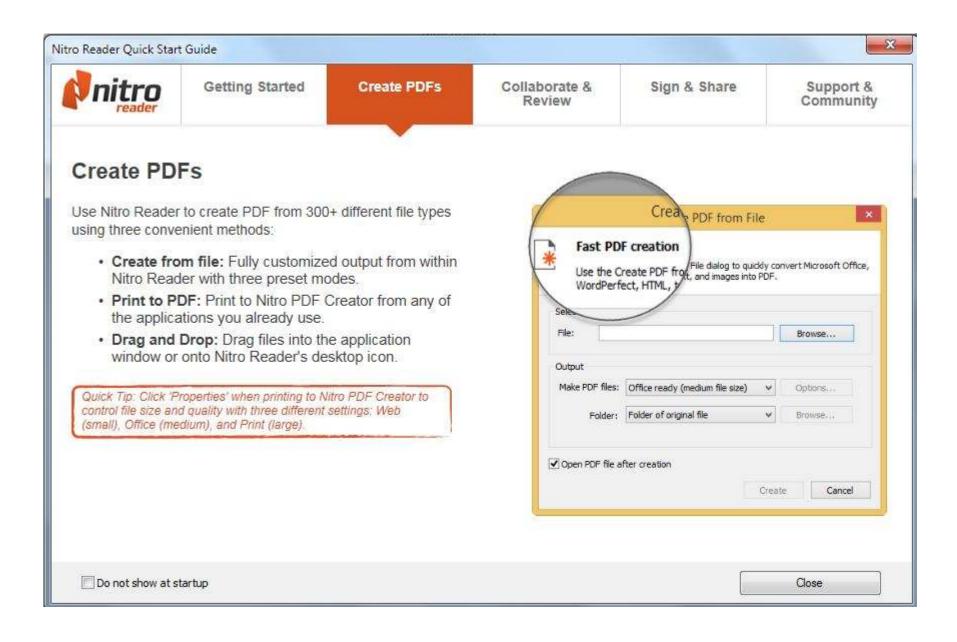
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Jan 14, 2017, 8:16 AM



**Options** 

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#### WHAT WE'LL COVER TODAY





# THANK YOU FOR YOUR TIME!

Kindly get in touch to let us know if you have any questions.

CAROL FREEDMAN

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